

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

INDUSTRIES SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise and oversee prison factory production operations within Michigan State Industries in the Department of Corrections.

There are three classifications in this job.

Position Code Title – Industries Supervisor-1

Industries Supervisor 12

The employee serves as a first-line supervisor, serving as an assistant superintendent of a factory operation. The employee supervises subordinate Industries Production Leaders and works under the supervision of the factory superintendent, typically classified as an Industries Supervisor 14.

Position Code Title – Industries Supervisor-2

Industries Supervisor 13

The employee serves as a first-line superintendent. All activities at the factory operation are under the direction of the superintendent. The superintendent reports to the Industries Manager for that location or to the director of Michigan State Industries.

Position Code Title – Industries Supervisor-3

Industries Supervisor 14

The employee serves as a second-line superintendent. The employee directs all activities of a factory operation through subordinate Industries Supervisors. The superintendent reports to the Industries Manager for that location or to the director of Michigan State Industries.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

INDUSTRIES SUPERVISOR

PAGE NO. 2

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs a factory operation such as chair, cotton garment, laundry, shoe, and sign.

Serves as a superintendent of a factory operation such as textile, license plate, and metal furniture.

Maintains production and quality control.

Supervises guards, resident workers, and Industries Supervisors.

Schedules production and shipping of orders.

Requisitions supplies, materials, and equipment.

Prepares reports and supervises office work incidental to the keeping of time, inventory, production, and material cost records.

Prevents waste and controls costs.

By inventory check, prevents stoppages in production due to material or part shortages.

Works with the custody staff in providing proper security and supervision in the factories.

Follows orders through department to forestall delays.

Inspects finished goods for uniformity and compliance with specifications.

Determines the availability and suitability of material for orders and estimates.

Selects the kind, grade, and quality of materials to be used.

Has responsibility for health and safety conditions.

Recommends changes in techniques for more efficient operations.

INDUSTRIES SUPERVISOR

PAGE NO. 3

Orders, receives, and disburses supplies and materials according to prescribed procedures.

Directs the use, maintenance, and adjustment of machinery.

Receives and disburses goods and materials.

Checks new materials for conformance to specifications.

Interviews and counsels residents.

Assists in the design and development of new products and procedures.

Develops and maintains a training program for residents and subordinate Industries Production Leaders.

Oversees the unloading, wrapping, crating, shipping, and billing of goods.

Participates in the preparation of specifications.

Directs the development of new products and procedures; tests new materials.

Serves as a superintendent of a small factory operation such as vinyl products.

Serves as the assistant superintendent of a factory operation such as license plate, metal or wood furniture, or textile.

Maintains a production schedule supplied by the superintendent.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the 12-level, considerable knowledge is required at the 13- level, and thorough knowledge is required at the 14-level.

Knowledge of manufacturing methods and practices and technical processes for the goods being made.

Knowledge of methods of production and quality control.

Knowledge of the machines, tools, materials, supplies, and equipment used in the industry.

INDUSTRIES SUPERVISOR

PAGE NO. 4

Knowledge of material's specifications.

Knowledge of plant layouts and standards of operation.

Knowledge of inspection techniques.

Knowledge of training and supervisory techniques, and employee policies and procedures.

Knowledge of equal employment opportunity and affirmative action practices relative to personnel actions.

Knowledge of manufacturing methods and practices for the goods being made.

Knowledge of occupational hazards and safety precautions.

Ability to supervise machine setup and operation.

Ability to interpret equipment and material specifications.

Ability to read blueprints.

Ability to make material, time, and cost estimates on new material.

Ability to maintain production and quality control.

Ability to maintain proper health and safety conditions.

Ability to supervise and instruct supervisors and prisoners.

Ability to monitor and evaluate program and organizational performance in order to assess efficiency and effectiveness.

Ability to evaluate and counsel prisoners.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Jobs are located in a correctional facility and require direct contact with prisoners.

INDUSTRIES SUPERVISOR

PAGE NO. 5

Some jobs require an employee to be exposed to hazardous work environments.

Physical Requirements

The job duties require an employee to bend, reach, and stand for extended periods.

The job duties require an employee to move heavy objects.

Education

Educational level typically acquired through completion of high school.

Experience

Applicants will be considered for appointment only in those industries for which their experience is appropriate.

Industries Supervisor 12

One year of experience as an Industries Production Leader E10.

OR

Two years of supervisory experience in one of the following factory operations: chair, garment, industrial maintenance, janitorial/soap products, latex paint, mattress, metal/wood furniture, sawmill, sign, textile, or tobacco.

OR

Four years of experience in managing a laundry or warehouse/shipping/receiving office, two years of which shall have involved supervision.

Industries Supervisor 13

Two years of experience equivalent to the Industries Production Leader E10.

OR

One year of experience equivalent to the Industries Supervisor 12.

Industries Supervisor 14

Three years of experience equivalent to the Industries Supervisor 12.

OR

One year of experience equivalent to the Industries Supervisor 13.

INDUSTRIES SUPERVISOR

PAGE NO. 6

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

| <u>Job Code</u> | <u>Job Code Description</u> |
|------------------------|------------------------------------|
| INDSTRSPV | Industries Supervisor |

| <u>Position Title</u> | <u>Position Code</u> | <u>Pay Schedule</u> |
|------------------------------|-----------------------------|----------------------------|
| Industries Supervisor-1 | INDTSPV1 | NERE-070 |
| Industries Supervisor-2 | INDTSPV2 | NERE-073 |
| Industries Supervisor-3 | INDTSPV3 | NERE-075 |

ECP Group Three
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